

# St. John's Church of England Infant and Nursery School



## Educational Trips and Visits Policy

### Statement of Intent

As a church school everything we do is rooted in our Christian values. At St. John's we teach the children about these core values:

Love, respect, honesty, forgiveness, friendship, courage, cooperation, peace, perseverance, trust, patience and understanding.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

<b>Educational Trips and Visits</b>	
Written by:	Lana Gillam
Date:	05.04.26
Approved by:	LGB
Date:	30.04.26
Review frequency:	Every 4 years
Target Audience:	All Stakeholders

**The governing body shall conduct the school with a view to promoting high standards of educational achievement. St John's CE Nursery and Infant School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.**

## **Aims**

Educational visits enable pupils to learn new skills, allow independence and develop investigative insight. Furthermore it helps them learn about the world and their environment. Whatever the intended purpose or duration of a trip, the gains can be educational and personal and are often remembered long after the educational reason for the visit has been forgotten. The purpose of this policy is to develop a practical approach for planning educational school visits that maximises opportunities for learning and enjoyment in a safe manner.

## **Legislation and guidance**

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2025](#)
- [DfE Trips and Visits](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

All trips and visits use an online platform call Evolve to plan, approve, and manage educational visits, off-site activities, and adventurous learning.

### **The DfE identifies there are 2 types of trips:**

2 main types of trip are:

- routine visits
- trips that need a risk assessment and extra planning

Routine visits are know as 'Local Area Trip'

These involve no more than an everyday level of risk, such as for slips and trips, and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip and can be considered as a lesson in a different classroom. These are all in walking distance to the school. Consent for these trips has been given on the child's application form, so the school will notify parents / carers when the children will be taken off -site. This could be via the newsletter or an email.

### **Local Trips**

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE (a program used across schools for trips / visits) via the 'Local Area Visit' module.
- do not require parental consent. However, it will be considered good practice to notify parents of upcoming trips involving their children leaving the school site.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below) for children who may require additional risk assessments.

## **Boundaries**

This area includes, but is not limited to, the following frequently used venues: Radlett High Street, Fair Field Junior School, Radlett Centre, Phillimore Recreation Ground, St John's Church, Christ Church. The Radlett Centre, The Venue Sport Centre, Battlers Green Village, Battlers Green local shops and local sporting events held at local schools.

## **Roles and Responsibilities**

### **The Headteacher is responsible for:**

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 2 weeks
- Making sure staff, including the educational visits co-ordinator, have received any necessary training

### **The educational visits co-ordinator (EVC) is:**

St Johns's Infant and Nursery : Lana Gillam

### **Role of the EVC:**

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Check risk assessments on Evolve.

### **Trip Leader:**

Every educational visit will have 1 member of staff designated as the Trip Leader (TL). The Trip Leader will be a class teacher, no ECT(Early Career Teacher) can be a Trip Leader.

The Trip Leader will:

- A preliminary visit is an important part of planning for any educational visit. In circumstances where such a preliminary visit cannot take place, it is expected that comprehensive information and guidance can be obtained from a local provider. Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age and aptitude of the children, the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available. Where this is not possible, the Trip Leader must obtain information of the places to be visited with particular regard to potential hazards.
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers and any adaptations which need to be made.
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed

- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party eg: Compose letter in line with school guidance.
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Complete a **STAGED** assessment of risk with all staff taking part in the trip, prior to the trip. See **Appendix 1 (Staff, Transport, Activity, Group, Environment and Distance)**.
- Ensure that all relevant information is uploaded onto Evolve 2 weeks prior to the trip taking place.
- Seek and obtain approval for all educational visits from the headteacher.
- Ensure emergency cards (**appendix 5**) are shared with all adults.

### **Staff**

- Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.
- Understand the educational purpose of the trip.
- Work with the Trip Leader to carry out any assessment of risk.
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs.
- Look out for the health and safety of themselves and those around them.
- Help manage pupil behaviour and discipline as required while on the visit.
- Share any concerns or worries with the trip lead and others, as appropriate.
- Ensure that the pupil is properly equipped for the trips (eg: waterproof coat, etc)

### **Parents and Carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable.
- Sign and return consent forms and any other documentation required in a timely manner.
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip.

### **Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for pupils.
- Report any concerns to the trip lead or other staff present as soon as possible.

- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.
- It is good practice for volunteers not to be directly responsible for their own child on a trip unless there are special needs which require that to be the case. See P6 Inclusion
- Will agree to **Appendix 4**.

## **Pupils**

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip.
- Dress and behave as expected for the length of the trip.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

## **Planning and Preparation**

The decision on whether or not a visit will take place will be made by the EVC, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by the Trip Leader proposing the visit, including:

- Location and travel distance
- Travel plans
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance details, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Consideration for additional support and adaptations for some children.

See **Appendix 2** for our trip information form for the planning and approval of a visit.

This is completed by the Trip Leader and submitted to the EVC for approval.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher will seek approval from the CEO.

### **Approval**

Once approved, formal planning will take place with information letters being sent to parents. The Trip Leader will complete an online EVOLVE form which includes assessment of risk. Once completed, the Trip Leader will submit it to the Headteacher for approval, then the Trip Leader can communicate with parents/carers and provide trip information, via an emailed letter. Parental consent will be required if the trip falls outside the 'Local Area Trips and Visits'.

### **Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including trips / visits.

If a pupil with a disability or an education, health and care plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. Additional risk assessments may be carried out to ensure the safety of all staff and pupils. For a child requiring high levels of support due to behaviour, the school's risk assessment may determine that 1:1 parental support is necessary to ensure the child's safety and engagement during the trip, this will be discussed with parents prior to the trip.

### **Ratios and First Aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 qualified paediatric first aider is present on all trips.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- Adults without a DBS check will not be left alone with pupils at any time.
- The trip lead will take regular headcounts and/or rollcalls.
- Pupil to adult ratio: This is a guide; other factors may need to be considered. There is no official ratio, many factors are considered.

Guide: Nursery - 1:3 Reception - 1:4 Year 1 & 2 - 1: 6

### **Use of External Organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance both off site and on school premises.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it is an appropriate organisation to use.

### **Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip.
- The setting and circumstances of the trip.
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **Appendix 4** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil, except in the instance of a parent supporting their own child.

### **Communication and Consent**

Clear communication with parents is a vital part of a successful trip. This will include informing parents of the following:

- Date of the trip - minimum 2 weeks notice
- Trip's purpose
- Times of departure and return
- Mode of travel
- What pupils need to bring on the trip
- Lunch arrangements - Packed Lunch details
- Details of the cost of the trip

### **Emergency Procedures**

Class teachers and other adults in charge of pupils during a school trip have a duty of care to make sure that the pupils are safe. The Trip Leader should know where the nearest A&E hospital is and also consider using a taxi for minor injuries like cuts and sprains. Trip Leader will share Emergency Cards with all adults. (**appendix 5**)

Emergency procedures are an essential part of planning a school visit. Should an accident happen the trip leader will be responsible for the following:

- Assess the situation.
- Appoint someone to safeguard and secure the uninjured members of the group.
- Attend to and stay with the casualty at all times.
- Inform the emergency services and Headteacher of the incident.
- Accompany the casualties to the hospital.
- Notify the police if necessary, within 0 min if a child is missing.
- Appoint someone to write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Inform the emergency contact at school : Headteacher. The Trip Lead provides details of the incident to pass on to the school must include: nature, date and time of incident, location

of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).

The school contacts' main responsibility is to link the group with the school and the parents, and to provide assistance as necessary.

On returning to school, the trip leader should complete an accident report form as soon as possible. No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. No one in the group should discuss legal liability with other parties.

The emergency contact in the school should ensure that the trip leader is in control of the emergency and establish if any assistance is required. He/She should also contact parents after consent from the Headteacher. Parents should be kept as well informed as possible at all stages of the emergency.

### **Charging and Insurance**

We will follow our school's charging and remissions policy at all times. Where necessary, we may ask for a voluntary contribution to the costs of educational visits. We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

### **Residential visits**

When planning a residential trip the issues to be considered include:

- Teachers' rooms close by to the pupils' – the EVC should obtain a floor plan in advance to plan sleeping arrangements.
- There must be separate male and female sleeping facilities for pupils and adults.
- The immediate accommodation area should be exclusively for the group's use.
- Ensure there is appropriate heating and ventilation.
- Ensure that the whole group is aware of the lay-out of accommodation, its fire precautions/exits, its regulations and routine and that everyone can identify key personnel.
- Security arrangements should be in place to stop unauthorised visits.
- The manager of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable to work with young people.
- There should be provision for pupils with special needs and those who fall sick.
- Windows should be secure and electrical connections safe.
- The fire alarm must be audible throughout the accommodation. After arrival at the accommodation it is advisable to carry out a fire drill as soon as possible.
- Further information should be obtained from parents regarding anything they might like the school to be aware of about their child when planning overnight trips.
- There may be adaptations made to support children with additional needs, to ensure they are able to attend the trip in some capacity. Each child's circumstances will be individually risk assessed by the Headteacher and reasonable adaptations will be put in place where possible.

### **Cancellation**

- If a trip has to be cancelled we will endeavour to give parents / carers 48 hours' notice, where possible
- Cancellation of a trip will be made by the Headteacher and will be communicated with parents in a timely manner.

### **Monitoring and Evaluation**

The Headteacher oversees the EVC and will take responsibility for all systems and procedures. The

Headteacher will report to Governors if there are any 'near misses' or incidents during a local trip.

**Links with other policies**

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives policy
- Accessibility plan
- First Aid Policy

**Appendix 1: S.T.A.G.E.D - Assessment of Risk tool – all trips**

Completed by : [OBJ]

Date :

How do we manage it?						
What is the issue?						

## Appendix 2: Visit Planning Information

1.	<b>Date:</b> Check on the calendar and with SLT prior to confirming date suitable.
2	<b>Provisional Booking :</b> Teachers to identify trip linked to curriculum Ensure that at this point your booking is just a provisional booking
3.	<b>Costs :</b> Consider the cost of the trip: <ul style="list-style-type: none"><li>- travel</li><li>- entrance free</li><li>- adult costs</li><li>- any other costs</li></ul>
4.	<b>Numbers :</b> <b>There is no legal set ratio. This is a guide, you need to take into account additional factors when working ratios – SEND, medical, mobility, type of trip, transport, activities.</b> Ratio of Adults : <ul style="list-style-type: none"><li>- Nursery - 1:3</li><li>- Reception - 1:4</li><li>- Year 1 &amp; 2 - 1:6</li></ul> Do any children need 1:1?

5.	<b>Costing Form:</b> Complete the costing form below and give to Finance to identify overall costs. Finance to return the form to the Trip Leader
6.	<b>Approval :</b> Teacher to gain approval from Headteacher Bring completed costing form to Headteacher
7.	<b>Place booking :</b> Once approve by the Headteacher
8.	<b>Letters / consent / volunteers</b> Drafted by Trip Leader and approved by Headteacher minimum 2 weeks notice given to parents for all trips. Office will email out letter. Trip Leader is responsible for ensuring correct number of volunteers and to follow up.
9.	Consent and payment set up and checked by the office
10	Trip leader and all staff attending the trip to complete a joint STAGED form which is uploaded onto EVOLVE.
11	Trip leader to complete EVOLVE 2 weeks prior to trip and complete any follow up. Either Local Area or Visit form to be completed on EVOLVE.

### **Appendix 3: Costing Form**

Please complete and give to finance to work out the cost, prior to booking any trip. Then to the Head Teacher for approval.

	Trip Leader : name	
	1st Aider : name	
	What is the agreed ratio pupil : adult	
1	Trip - venue	
2	Year group	
3	Trip Date	
4	Number of children	
5	Number of staff - Teachers and TAs	
6	Number of additional adults – parent helper	
7	Number of 1:1	

8	Cost of visit	
9	Cost of transport	
10	Any additional cost	
11.	Cost per pupil	

#### **Appendix 4: Volunteer Code of Conduct**

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to Headteacher at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

#### **This Volunteer Code of Conduct**

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times.
- Listen to and act on instructions from staff.
- Dress appropriately for the trip.
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff.
- Pay attention to potential dangers and raise concerns with staff.
- Act responsibly and demonstrate good behaviour to pupils.
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible.

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff.
- Engage in physical contact with pupils unless appropriate or required.

- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status).
- Use demeaning, offensive, abusive or insensitive language.
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit.
- Allow themselves to be left alone with a pupil unless previously agreed with staff.
- Take photographs or record pupils.
- Communicate or send images via any social media platform about the trip to the parent community.

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**

## **Appendix 5**

